

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 22

December 5, 2012

SUBJECT: GUIDELINES FOR THE SHELF STORAGE OF DEOXYRIBONUCLEIC ACID (DNA) EVIDENCE - REVISED; CHANGE IN BOOKING OF SEXUAL ASSAULT EVIDENCE KITS - REVISED; CLASSIFICATIONS OF ANALYZED EVIDENCE - REVISED; PACKAGING BIOLOGICAL SLIDES - REVISED; LOCATION BOOKED - GENERAL - REVISED; ANALYZED EVIDENCE - TO BE FROZEN ENVELOPE, FORM 12.51.02 - REVISED; BOOKING PROPERTY FIELD NOTEBOOK DIVIDER, FORM 18.39.01 - REVISED; ANALYZED EVIDENCE - CLIMATE-CONTROLLED STORAGE TAG, FORM 10.12.10 - ACTIVATED; AND ANALYZED EVIDENCE - CLIMATE-CONTROLLED STORAGE ENVELOPE, FORM 12.51.06 - ACTIVATED

PURPOSE: Significant advances in the processes used for the analysis of biological evidence to produce a Deoxyribonucleic Acid (DNA) profile has modified the necessity to retain biological evidence in a frozen state. It has been determined that storage of dried biological evidence within "climate-controlled" storage will not result in the degradation of the evidence. This Order revises the procedures in booking dried biological evidence and supersedes Operations Order No. 15, *Guidelines for the Shelf Storage of Deoxyribonucleic Acid (DNA) Evidence*, dated December 8, 2005. This Order also supersedes the Office of the Chief of Police Notice, *Change in Booking of Sexual Assault Evidence Kits*, dated April 4, 2011, by clarifying the packaging procedure for urine samples collected during sexual assault examinations.

Furthermore, this Order revises Department Manual Sections 4/505.15, *Classifications of Analyzed Evidence*, 4/515.10, *Location Booked - General*, and 4/535.75, *Packaging Biological Slides*; the Use of Form for the Analyzed Evidence - To Be Frozen Envelope, Form 12.51.02; Booking Property Field Notebook Divider, Form 18.39.01; and activates the Analyzed Evidence - Climate-Controlled Storage Tag, Form 10.12.10, and the Analyzed Evidence - Climate-Controlled Storage Envelope, Form 12.51.06.

PROCEDURES:

- I. **GUIDELINES FOR THE SHELF STORAGE OF DEOXYRIBONUCLEIC ACID (DNA) EVIDENCE - REVISED.** This section supersedes Operations Order No. 15, *Guidelines for the Shelf Storage of Deoxyribonucleic Acid (DNA) Evidence*. The following describes the conditions and procedures necessary for the proper storage of biological evidence:

- * Property Division will identify storage locations for biological evidence identified as "climate-controlled" which conform to the following environmental conditions: no higher than 75 degrees Fahrenheit and less than 60 percent humidity;
- * All biological evidence must be thoroughly dried before booking into Property Division, as described in Department Manual Sections 4/525.20, *Preserving Wet Stains*, and 4/525.21, *Preserving/Drying DNA and/or Forensic Evidence with the Evidence Drying Cabinet*; and,
- * All biological evidence must be packaged utilizing the Analyzed Evidence - Climate-Controlled Storage Tag, Form 10.12.10, or the Analyzed Evidence - Climate-Controlled Storage Envelope, Form 12.51.06, marked as containing "Potential Biological Evidence."

Note: Biological evidence received by a Department employee in a sealed condition, such as a Sexual Assault Evidence Kit (SAEK), is packaged for "frozen storage." If a SAEK is analyzed and found to be negative, the SAEK must be relabeled for shelf storage under climate-controlled conditions. In these circumstances, Scientific Investigation Division personnel will affix an "Analyzed Evidence - Climate-Controlled Storage" tag to the SAEK prior to returning the SAEK to Property Division.

Exceptions: Urine samples collected during the course of a sexual assault examination must continue to be packaged as frozen evidence, using an Analyzed Evidence - To Be Frozen Envelope. Blood and urine samples collected pursuant to a driving under the influence investigation or other investigations **not** associated with a sexual assault must be packaged for refrigerator storage.

II. CHANGE IN BOOKING OF SEXUAL ASSAULT EVIDENCE KITS - REVISED.

This section supersedes Office of the Chief of Police Notice, *Change in Booking of Sexual Assault Evidence Kits*. The packaging procedure for the SAEK has been revised to read as follows:

Following the completion of a sexual assault examination, officers will receive two white envelopes from hospital personnel, along with any collected clothing. The *Los Angeles County/City, Sexual Assault Evidence* envelope will contain the serology/DNA swabs, vaginal aspirate, pubic combings and debris (clothing will be packaged separately in paper bags). The *Los Angeles County/City, Sexual Assault Evidence - Urine Sample* envelope will contain **only** the urine sample. This envelope will be inserted into a completed Analyzed Evidence -

To Be Frozen Envelope. The *Los Angeles County/City, Sexual Assault Evidence* envelope must be booked separately from the urine sample, but also into frozen storage. Any clothing or other evidence with potential biological evidence that has been dried must be booked into climate-controlled storage as separate items. It is important to package the shelf storage items in separate containers to avoid any potential contamination.

- III. **CLASSIFICATIONS OF ANALYZED EVIDENCE - REVISED; PACKAGING BIOLOGICAL SLIDES - REVISED; LOCATION BOOKED - GENERAL - REVISED; AND ANALYZED EVIDENCE - TO BE FROZEN ENVELOPE, FORM 12.51.02 - REVISED.** Department Manual Sections 4/505.15, *Classifications of Analyzed Evidence*, 4/515.10 *Location Booked - General* and 4/535.75, *Packaging Biological Slides*, and the Use of Form associated with the Analyzed Evidence - To Be Frozen Envelope, Form 12.51.02, have been revised to conform to the revised booking procedures for biological evidence and with the current Department procedure. Attached are the revised Sections with revisions indicated in italics.
- IV. **BOOKING PROPERTY FIELD NOTEBOOK DIVIDER, FORM 18.39.01 - REVISED.** The Booking Property Field Notebook Divider has been revised to conform to the revised Sections 4/505.15 and 4/515.10 of the Department Manual.
- V. **ANALYZED EVIDENCE - CLIMATE-CONTROLLED STORAGE TAG, FORM 10.12.10 - ACTIVATED.** The Analyzed Evidence - Climate-Controlled Storage Tag, Form 10.12.10, has been activated.
- A. **Use of Form.** This form is used to tag analyzed evidence that is too large or not suitable for an evidence envelope.
- B. **Completion.** The employee booking the evidence must type or complete in ink the entire form, except for the Bin Number.
- C. **Distribution.**
- 1 - Original, Property Division.
 - 1 - **TOTAL**
- VI. **ANALYZED EVIDENCE - CLIMATE-CONTROLLED STORAGE ENVELOPE, FORM 12.51.06 - ACTIVATED.** The Analyzed Evidence - Climate-Controlled Storage Envelope, Form 12.51.06, has been activated.
- A. **Use of Form.** This envelope is used to book analyzed evidence that does not require cold storage but requires a climate-controlled environment.

B. Completion. The employee booking the evidence must complete the upper portion of the form. The remaining portions of the form must be completed as follows:

- * Statement of Analyst - chemist who conducts the analysis of the evidence.
- * Statement of Officer Presenting Evidence in Court - officer returning evidence not accepted by the court.

C. Distribution.

- 1 - Original, Property Division
- 1 - **TOTAL**

FORM AVAILABILITY: A copy of the revised Booking Property Field Notebook Divider is attached for immediate use and duplication, and is available in LAPD E-Forms on the Department's Local Area Network (LAN). An image of the Analyzed Evidence - Climate-Controlled Storage tag and envelope are attached to this Order and will be available at the Distribution Center, Department of General Services in 60 days.

AMENDMENT: This Order amends Sections 4/505.15, 4/515.10 and 4/535.75 of the Department Manual, and revises the Booking Property Field Notebook Divider, Form 18.39.01. The "Form Use" link applicable to the Analyzed Evidence - To Be Frozen Envelope, Form 12.51.02; Analyzed Evidence - Climate-Controlled Storage Tag, Form 10.12.10; and the Analyzed Evidence - Climate-Controlled Storage Envelope, Form 12.51.06, is accessible in LAPD E-Forms, on the Department's LAN.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, will review this directive and determine whether an audit or inspection will be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachments

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505.15 CLASSIFICATIONS OF ANALYZED EVIDENCE. Evidence booked into the Department's property system *are* classified as follows:

- **Analyzed Evidence – Shelf Storage** – evidence, other than narcotics, that does not require *climate-controlled or cold storage such as Gunshot Residue kits (GSR)*.
- **Analyzed Evidence – Climate-Controlled Storage** – All evidence, other than narcotics, that does not require cold storage including **dried** biological samples (*dried blood/semen/saliva on swabs/fabric or other surfaces*).
- **Analyzed Evidence – To Be Refrigerated** – *Liquid blood and urine samples [except for the urine sample from the Sexual Assault Evidence Kit (SAEK)]*.
- **Analyzed Evidence – To Be Frozen** – *Anything that cannot be dried, the SAEK and the urine sample from the SAEK*.

Note: *The urine sample from the SAEK which is removed and placed inside a Los Angeles County/City, Sexual Assault Evidence – Urine Sample envelope, must be packaged separately in an Analyzed Evidence – To Be Frozen Envelope, Form 12.51.02, and booked into frozen storage.*

Exception: *Sexual Assault Evidence Kits, once analyzed and found to be negative, must be stored in climate-controlled storage.*

- **Analyzed Evidence – Narcotics.**

515.10 LOCATION BOOKED - GENERAL. Evidence and non-evidence *must* be booked in the Area of occurrence. When the Area property room is closed, the property *must* be properly packaged and identified, and stored in an interim storage area as designated by the Commanding Officer, Property Division.

Exceptions:

- Employees working in, or assigned to, a division located within Central Area may book property directly into Central Property Section, regardless of the Area of occurrence.
- Employees working in, or assigned to, Van Nuys Area may book property directly into Valley Property Section regardless of the Area of occurrence.
- Narcotics and evidence to be analyzed *must* be booked into the appropriate SID courier temporary storage locker and transported to *Property Division* by the courier (Manual Section 4/515.30).
- *Emergency Services* Division personnel *must* book and store, in designated storage areas, explosives not considered "safe" (Manual Section 4/540.20).
- Evidence connected with Commercial Crimes Division investigations (Manual Section 4/515.20).
- Evidence connected with Burglary Special Section, Commercial Crimes Division investigations (Manual Section 4/515.25).
- Evidence related to a child abuse investigation that is the responsibility of the Abused Child Unit, Police Administration Building, *must* be booked at Property Division (Manual Section 4/604.19).

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- Evidence related to a child abuse investigation that is the responsibility of the Abused Child Unit, Valley Section, *must* be booked at Valley Property Section (Manual Section 4/604.19).
- Property requiring analysis or comparison by Scientific Investigation Division (Manual Section 4/515.30).
- Narcotics-stained currency which is held for checking by the Gang and Narcotics Division K-9 Detail *must* be booked at Central or Valley Property Sections.
- Toluene-soaked rags and other evidence open to the air requiring special handling *must* be booked at Central or Valley Property Section.

535.75 PACKAGING BIOLOGICAL SLIDES. Biological slides or specimens *must* be booked in an Analyzed Evidence – To Be Frozen Envelope, Form 12.51.02, and sealed with a completed evidence label.

If slides or specimens of biological smears are received without a slide container or other protective wrapping, two strips of cardboard slightly larger than the slides *must* be placed on each side and secured at the edges with staples or cellulose tape.

Exception: *Once analyzed, dried biological slides may be placed in climate-controlled storage.*

FORM USE LINK

(Accessible from the Form Use link, in LAPD E-Forms on the Department's Local Area Network)

Revised by Special Order No. 22, 2012

12.51.02 ANALYZED EVIDENCE – TO BE FROZEN ENVELOPE, FORM 12.51.02 (WHITE).

12.51.02-01 Use of Form. This envelope is used to book analyzed evidence that requires freezing; e.g., biological evidence *that cannot be dried, including urine samples collected in conjunction with a sexual assault.*

12.51.02-10 Completion. (12.51-10).

12.51.02-80 Distribution. (12.51-80).

BOOKING PROPERTY FIELD NOTEBOOK DIVIDER

4/505.10 CLASSIFICATIONS OF PROPERTY. Items entered into the Department property system shall be classified as follows:

- * **Evidence** - items which are or may be related to a crime, or which may either implicate or exonerate a person.
- * **Non-evidence** - property other than evidence or excess personal property.
- * **Excess (non-evidentiary) Personal Property** - personal property of an arrestee, which cannot be packaged in a prisoner's property package or purse.

4/510.10 BOOKING EVIDENCE AND NON – EVIDENCE – GENERAL. The employee seizing or taking custody of evidence shall ensure it is properly booked without unnecessary delay.

All property which is to be booked shall be inventoried and listed on the Property Report, Form 10.01.00. The employee seizing or taking custody of a closed container shall open the container prior to booking and conduct an inventory search if its contents cannot be determined from examining its exterior. Evidence may only be booked by a sworn employee, a Police Service Representative in the course of his/her official duties, a detention officer assigned to Jail Division, or a civilian employee conducting specialized investigative work. Responsibility for booking evidence may be assumed by the detective or the civilian investigative specialist at the scene.

Employees shall book only the quantities of evidence necessary for case prosecution. In instances when the rightful ownership of property can be readily determined, and case prosecution will not be jeopardized, the property shall be returned to the owner. When appropriate, employees shall utilize photographs in lieu of actual evidence.

Note: If there is a question as to whether or not photographs will suffice in lieu of actual evidence items, the booking employee should seek the advice of a supervisor or the concerned detective.

Non-evidence shall not be booked into a Department storage facility unless circumstances necessitate booking of the property.

The employee seizing or taking custody of property shall issue a Receipt for Property Taken into Custody, Form 10.10.00 (duplicate copy), to the person relieved of the property (Manual Sections 4/645.20 and 5/10.10). The **original** Receipt for Property Taken into Custody shall be included as a page of the original Property Report; Release from Custody (RFC) Report Continuation, Form 05.02.08; or Arrest Report, Form 05.02.00, when evidence to be booked is listed.

Evidence and non-evidence shall not be stored in the personal possession of any employee, except certain forgery related evidence (Manual Section 4/570.20).

One copy of the Property Report, or the RFC Report Continuation; or Arrest Report, shall accompany the property when booked.

Exception: Two copies shall accompany narcotics or firearm bookings.

It is not necessary to issue a Receipt for Property Taken into Custody for blood and urine samples or biological smear specimens taken from an arrestee or the victim of a crime, nor is it necessary to include these items on a Receipt for Property Taken into Custody form used to list other property taken from an arrestee or victim.

When the finding of non-evidence is reported and the finder refuses to relinquish custody of the property to the Department, the interviewing employee shall complete a Property Report, and make a notation on the report that the property is in the possession of the finder.

Note: The assigned detectives (Manual Section 4/790) shall ensure that the finder has complied with laws governing found property (Civil Code 1020.1, 2080.3; Penal Code 485).

The employee booking property shall, if circumstances permit, check identifiable property against the Automated Property System and provide information regarding any reported stolen property in the reports. The booking employee shall notify each detective division handling a case involving the booked property by completing the "Extra Copy To" portion of the reports to ensure notification and report distribution to each detective division.

Note: When an employee recovers property from an area containing more than one person (e.g., cell, holding tank), the employee shall ensure that the detective division responsible for each arrestee is notified using the above-referenced procedure.

Investigative officers within the booking employee's Area should confer with any other entity handling a case involving the booked property to determine responsibility for disposition of the property.

Note: Booking employees shall continue to check all firearms against the Automated Firearms System (Manual Section 4/540.30) and attach a copy of the printout to the appropriate report.

4/510.60 PROPERTY IMPROPERLY PRESENTED FOR BOOKING. A Property Officer shall inspect all evidence and non-evidence submitted for booking to ensure the property is:

- * Properly packaged;
- * Identified correctly; and,
- * Accurately described on the report.

Property will not be accepted until the deficiencies are corrected.

Note: The watch commander shall inspect all narcotics evidence submitted for booking and shall ensure the property is properly packaged, identified, and stored in the Area's interim storage area. The watch commander shall cause the evidence to be transferred to Central or Valley Property Section (Manual Section 4/515.30).

4/520.10 EVIDENCE BOOKED TO ARRESTEE.

When evidence is known to be related to previously booked evidence, it shall be booked to the same person under the same DR number as originally reported. Item numbers shall start with the next sequential number from the original report. If not related to previously booked evidence, evidence shall be booked to the arrestee whether seized at the time of arrest or subsequent thereto. When two or more persons are arrested at the same time and place, all evidence shall be booked to one arrestee whose name shall appear in the space provided on the Property Report, Form 10.01.00, or Release from Custody (RFC) Report Continuation, Form 05.02.08. Names and information regarding other arrestees and evidence shall appear in the narrative of the report. The report shall designate from whom the various items were seized.

If no arrest has been made, the evidence shall be booked to the victim.

If there is neither an arrestee nor a victim, evidence shall be booked to the owner or possessor of the evidence.

If there is neither an arrestee, victim, owner, nor possessor associated with the evidence, it shall be booked to the Department employee booking the property.

Note: Possessor shall be defined as someone other than an owner in possession of evidence which is being taken into police custody. Possessor may include the finder of the evidence.

4/520.20 NON-EVIDENCE BOOKED TO OWNER.

Non-evidence shall be booked to its owner. If ownership cannot be determined, it shall be booked to the finder.

Exception: When non-evidence is removed from a vehicle, and the owner of the property is unknown, it shall be booked to the registered owner of the vehicle. When neither is known, it shall be booked to the employee.

4/525.10 PRESERVING PROPERTY – GENERAL.

All property shall be protected from contamination, alteration, destruction, and damage. Employees taking custody of property which they do not know how to preserve shall obtain assistance from Scientific Investigation Division (SID).

4/515.10 LOCATION BOOKED - GENERAL. Evidence and non-evidence *must* be booked in the Area of occurrence. When the Area property room is closed, the property *must* be properly packaged and identified, and stored in an interim storage area as designated by the Commanding Officer, Property Division.

Exceptions:

- * Employees working in, or assigned to, a division located within Central Area may book property directly into Central Property Section, regardless of the Area of occurrence.
- * Employees working in, or assigned to, Van Nuys Area may book property directly into Valley Property Section regardless of the Area of occurrence.
- * Narcotics and evidence to be analyzed *must* be booked into the appropriate SID courier temporary storage locker and transported to *Property Division* by the courier (Manual Section 4/515.30).
- * *Emergency Services* Division personnel *must* book and store, in designated storage areas, explosives not considered "safe" (Manual Section 4/540.20).
- * Evidence connected with Commercial Crimes Division investigations (Manual Section 4/515.20).
- * Evidence connected with Burglary Special Section, Commercial Crimes Division investigations (Manual Section 4/515.25).
- * Evidence related to a child abuse investigation that is the responsibility of the Abused Child Unit, Police Administration Building, *must* be booked at Property Division (Manual Section 4/604.19).
- * Evidence related to a child abuse investigation that is the responsibility of the Abused Child Unit, Valley Section, *must* be booked at Valley Property Section (Manual Section 4/604.19).
- * Property requiring analysis or comparison by Scientific Investigation Division (Manual Section 4/515.30).
- * Narcotics-stained currency which is held for checking by the Gang and Narcotics Division K-9 Detail *must* be booked at Central or Valley Property Sections.
- * Toluene-soaked rags and other evidence open to the air requiring special handling *must* be booked at Central or Valley Property Section.

4/515.30 LOCATION BOOKED – EVIDENCE TO

SCIENTIFIC INVESTIGATION DIVISION. Evidence to be examined by Scientific Investigation Division (SID), shall be booked into the *Property Division* courier system at the Area location most convenient to the booking employee. The request for analysis shall be made to SID by the investigating officer. The evidence shall be placed in the appropriate locker: Narcotics/shelf, refrigerator, or freezer.

Exceptions:

- * Items too large for temporary storage lockers;
- * Narcotics seizures in excess of 30 pounds net weight (Manual Section 4/540.75);
- * Explosives not considered "safe" (Manual Section 4/540.20);
- * Hazardous chemicals or materials (Manual Section 4/212.49);

Note: Compressed gas cylinders shall be booked at Central or Valley Property Sections.

- * Toluene-soaked rags or other evidence open to the air requiring special handling (Manual Section 4/515.10); and,

Note: During hours when SID is closed, employees requiring evidence handling or storage advice shall telephonically contact an SID criminalist via *Real-Time Analysis and Critical Response Division*

- * Any amount of PCP in a container, one-half gallon or larger, or a total volume of one-half gallon or more of PCP (Manual Section 4/540.72).

These lockers **shall not** be used for temporary storage of evidence to be booked into the Area property room.

4/505.15 CLASSIFICATIONS OF ANALYZED EVIDENCE. Evidence booked into the Department's property system shall be classified as follows:

- * **Analyzed Evidence – Shelf Storage** – evidence, other than narcotics, that does not require *climate-controlled or cold storage such as Gunshot Residue kits (GSR)*.
- * **Analyzed Evidence – Climate-Controlled Storage** – *All evidence, other than narcotics, that does not require cold storage including dried biological samples (dried blood/semen/saliva on swabs/fabric or other surfaces).*
- * **Analyzed Evidence – To Be Refrigerated** – *Liquid blood and urine samples [except for the urine sample from the Sexual Assault Evidence Kit (SAEK)].*
- * **Analyzed Evidence – To Be Frozen** – *Anything that cannot be dried, the SAEK and the urine sample from the SAEK.*

Note: *The urine sample from the SAEK which is removed and placed inside a Los Angeles County/City, Sexual Assault Evidence – Urine Sample envelope, must be packaged separately in an Analyzed Evidence – To Be Frozen Envelope, Form 12.51.02, and booked into frozen storage.*

Exception: *Sexual Assault Evidence Kits, once analyzed and found to be negative, may be stored in climate-controlled storage.*

- * **Analyzed Evidence – Narcotics.**

4/535.07 PACKAGING ANALYZED EVIDENCE – GENERAL. Evidence to be analyzed shall be packaged in, or tagged with, appropriate Analyzed Evidence Envelopes, Laboratory Envelopes or Analyzed Evidence Tags. Employees booking all types of evidence to be analyzed shall place a red Analyzed Evidence Seal, Form 10.12.07, over each flap of the required envelope and along the center seam. If the item to be analyzed is in a carton, box, or wrapped, the seams shall be secured with adhesive tape. Two separate continuous pieces of tape running the length and width of the package shall be used. A red Analyzed Evidence Seal shall be placed on the top surface where the tape ends meet. The Property Booking Guide contains additional information.

Note: The packaging of any item which only requires latent print analysis shall be clearly marked "Hold for Prints" and booked into a Property Division facility, Area property room, or Area property room interim storage if the property room is closed. If an investigating officer determines that fingerprint analysis is required, a telephonic request for the analysis shall be made to SID. Scientific Investigation Division shall make arrangements with Property Division for the SID courier to transport the item for analysis.

Analyzed Evidence Envelopes:

- * Analyzed Evidence - Shelf Storage Envelope, Form 12.51.00
- * Analyzed Evidence - To Be Refrigerated Envelope, Form 12.51.01
- * Analyzed Evidence - To Be Frozen Envelope, Form 12.51.02
- * Analyzed Evidence - Narcotics Envelope, Form 12.51.03
- * Analyzed Evidence Tags
- * Analyzed Evidence - Shelf Storage Tag, Form 10.12.03
- * Analyzed Evidence - To Be Refrigerated Tag, Form 10.12.04
- * Analyzed Evidence - To Be Frozen Tag, Form 10.12.05
- * Analyzed Evidence - Narcotics Tag, Form 10.12.06
- * Analyzed Evidence Seals, Form 10.12.07

COMBINED REPORTING OF EVIDENCE.

The Arrest Report, Form 05.01.00, Investigative Report, Form 03.01.00, or RFC Report, Form 05.02.08, may be used to book evidence as stated in Department Manual Sections 4/216.15 and 4/203.15.

4/216.15 EVIDENCE REPORT COMBINED WITH ARREST REPORT. Evidence booked in conjunction with an arrest may be reported as follows:

If only one arrestee, no firearm booked, and no more than three items of evidence, the face sheet of the Arrest Report, Form 05.02.00, is the evidence report. In this instance, the reporting officer shall:

- * Check the "Evidence" checkbox at top of the report;

- * Complete the "Combined Evidence Report" Section on the report;
- * Enter details relating to the evidence in the narrative; and,
- * Forward a copy of the Arrest Report face sheet with the evidence.

If more than one arrestee, a firearm is booked, or more than three items of evidence, the Property Report, Form 10.01.00, stapled to the Arrest Report face sheet is the evidence report. In this instance, the reporting officer shall:

- * Check the "Combined Evidence" checkbox at the top of the Arrest Report face sheet;

Note: On multiple arrests, this checkbox is checked on *all* Arrest Report face sheets, and the name of the arrestee to whom the evidence is booked is entered immediately below that checkbox on *all* Arrest Report face sheets.

- * Complete the shaded areas of the Property Report, including details and listing of the evidence;
- * Number the Property Report as the last page of the Arrest Report; and,

Exception: On juvenile arrests, the Juvenile Arrest Supplemental Report, Form 05.02.06, followed by the Juvenile Automated Index printout are the last two numbered pages of the Arrest Report (Manual Section 4/218.60).

- * Forward a copy of the Property Report, stapled to the Arrest Report face sheet, with the evidence.

Exceptions: A Property Report shall not be combined with an Arrest Report when:

- * The evidence is related to previously booked evidence. In this instance, the evidence shall be booked to the same person (or firm) as on the original Property Report and under the original Division of Records (DR) number. The item numbering shall start with the next sequential number from the original report;
- * Reporting additional license plates. One plate, or set of plates, may be reported using the combined procedure. Additional plates require separate Property Reports with separate DR numbers (Manual Section 5/040.56); and,
- * The booking employee's supervisor determines that use of a separate complete Property Report would be a more expedient means of booking the evidence under the given circumstances.

DR Number. A DR number is required for an Arrest Report on which booked evidence is listed.

Completion - Private Person's Arrest. When evidence is booked under the combined procedure, and the arrest is by a private person, the name, serial number, division and detail of the officer booking the evidence shall be entered in the

space provided on the Arrest Report face sheet; i.e., the second line of "Reporting Officer(s)."

4/203.15 COMBINED REPORTING. An employee conducting a preliminary investigation may combine the following reports, as appropriate:

- * Combined Crime and Arrest Report (Manual Section 4/216.14);
- * Combined Evidence and Arrest Report (Manual Section 4/216.15); and/or,
- * Combined Evidence and Investigative Report (IR) when up to three items of evidence are booked, the reporting employee shall:
 - * Check the "Combined Evidence" checkbox at the top of the IR;
 - * Complete the "Combined Evidence Report" section on the face of the IR;
 - * Enter details relating to the evidence in the narrative of the IR; and,
 - * Forward a copy of the IR face sheet with the evidence.
- * Combined Evidence and Investigative Report when a firearm or more than three items of evidence are booked, the reporting employee shall:
 - * Check the "Combined Evidence" checkbox at the top of the IR;
 - * Complete the shaded areas of the Property Report, including details and listing of the evidence;
 - * Number the Property Report as the last page of the IR; and,
 - * Forward a copy of the Property Report, stapled to the face sheet of the IR, with the evidence.

Exceptions: A Combined Evidence and Investigative Report shall not be used when:

- * The Evidence is related to previously booked evidence;

Note: In this case, a separate Property Report shall be completed in its entirety. The original Division of Records (DR) number shall be used, and the items shall be numbered starting with the next sequential item number.

- * The evidence is booked to other than the primary victim of the IR (i.e., the victim listed at the top of the IR);
- * Reporting additional license plates; and/or,

Note: One plate, or set of plates, may be reported using the combined procedure. Each additional plate, or set of plates, requires a separate report with a separate DR number (Manual Section 5/040.56).

- * The booking employee's supervisor determines that the use of a separate complete Property Report would be a more expedient means of booking the evidence under the given circumstances.

4/535.05 PACKAGING PROPERTY – GENERAL.

The outer package of booked property shall be no smaller than a 7-1/2" x 10-1/2" manila envelope. Employees shall use preprinted envelopes when available. Blank envelopes shall have a completed property tag stapled to the front.

Small items shall be wrapped in a bindle and/or placed in a coin envelope. Each coin envelope shall bear the item number and DR number of the related report. Personnel shall consider cardboard carton packaging when the evidence is too large to fit into an envelope specified for storage of that type of evidence.

Note: Carton packaging that is used to hold analyzed evidence or other forms of non-analyzed evidence shall have the appropriate evidence tag completed and secured to the outside of the carton.

4/535.10 PACKAGING ALCOHOLIC BEVERAGES.

A container of an alcoholic beverage shall be securely capped and sealed with a completed sealed evidence label. If the container cannot be capped, a sample shall be sealed in an approved evidence bottle, and booked with the original container.

4/535.15 PACKAGING BLOOD SAMPLES (See Manual Section 4/343.42).

4/535.20 PACKAGING AMMUNITION.

Each discharged projectile, cartridge case, or misfired cartridge which is submitted to Scientific Investigation Division (SID) shall be individually wrapped in soft tissue, sealed in a coin envelope, and packaged separately from the firearm. Ammunition that is not to be submitted to SID shall be placed in a coin envelope and packaged with the gun, if practicable.

The words "Live Ammo" shall be printed in red letters on the outside of a package containing live ammunition.

4/535.90 PACKAGING VOLATILE FUELS (See Manual Section 4/212.49).

4/530.10 MARKING EVIDENCE – GENERAL. An item of evidence shall *not* be marked for later identification when:

- * It bears a serial number;

Note: Watches shall not be dismantled for purposes of locating a serial number.

- * It would alter its evidentiary value;
- * It is capable of being identified through distinctive markings and recorded information; and/or,
- * It is a flag of the United States of America or of the State of California (Manual Section 4/535.30).

When evidence is marked, the mark shall be:

- * As small as practicable;
- * Distinctive;
- * Placed so as to prevent reduction of the item's marketable value; and,
- * Made as soon as practicable by the finding employee.

Evidence that cannot be marked or later identified by distinctive markings shall be packaged and sealed with a completed sealed evidence label. An outline of the object shall be traced on the package when it would be of value in making identification at a later date.

4/530.20 MARKING EXPENDED AMMUNITION.

When its evidentiary value would not be affected, expended ammunition shall be marked as follows:

- * Cartridge case - on the inside, or if not practicable, on the outside near the opened end.
- * Bullet - on the base.

4/530.30 MARKING OF BOOKED DOCUMENTS.

The Division of Records (DR) number shall be the only marking placed on a forged/fraudulent document or invoice by the reporting employee. It shall be printed in ink or typed as near as practicable to the upper right hand corner of the face without interfering with markings already present. If this is not practicable, place the document(s) in a manila envelope, and print the DR number on the upper right corner of the envelope and attach the documents unfolded and paper-clipped to the back of the completed report.

Exception: Forged/fraudulent items such as identifications, credit cards, and checkbooks, shall be booked as evidence.

4/540.60 BOOKING MONEY. All monies taken into Department custody shall be counted by the officer booking the money and the appropriate supervisor prior to booking. A copy of the related Property Report, Form 10.01.00, must accompany each money booking.

Note: When an officer seizes or takes into custody U.S. currency totaling less than \$5,000, the concerned officer shall book the currency at the Area property room. The items shall be placed in the designated interim storage locker when the Area property room is closed. When an officer seizes or takes into custody U.S. currency totaling \$5,000 or more, the officer shall transport the currency to Valley Property Section or Central Property Section, Property Division, for recounting and booking.

Officer's Responsibilities. When an officer seizes or takes into custody U.S. currency, the officer shall:

- * Count the currency, in the presence of a supervisor preferably not involved in the seizure, and place the currency into a Money Envelope, Form 10.12.02;
- * Obtain the signature of the supervisor verifying the money count on the Money Envelope;

- * Ensure that both the total amount and the breakdown by denomination are accurately recorded on the Money Envelope;
- * Seal the top flap of the Money Envelope with an Analyzed Evidence Seal (LAPD Sealed Evidence-red), Form 10.12.07;
- * Complete a Property Report listing the currency booked; and,
- * Book the items into the appropriate property facility.

Note: Money that is of unique evidentiary value (e.g., possible fingerprints) shall be listed on the Property Report as outlined in Manual Section 5/10.01.00-26.

When booked money requires checking by a Narcotics Division K-9 unit and a unit is unavailable prior to booking, the booking officers shall notify the property officer that after counting and booking the currency to place the Money Envelope into a Kapak bag to ensure the currency is not contaminated during storage. Items held for checking by the K-9 Detail must be booked at Central or Valley Property Sections.

Supervisor's Responsibilities. Supervisors responsible for counting currency shall:

- * Verify that both the total amount and the breakdown by denomination are accurately recorded on the Money Envelope;
- * Sign the Money Envelope in the appropriate place and ensure the envelope is properly sealed; and,
- * Ensure that the items are booked into the appropriate property facility.

Note: A supervisor shall witness the recount of all currency removed from interim storage by the property officer for booking into the Area property room. The supervisor shall sign and date the Analyzed Evidence Seal (LAPD Sealed Evidence-blue), Form 10.12.07, overlaying the Money Envelope flap next to the signature of the property officer.

Property Officer's Responsibility. Property officers at Area property rooms who accept currency for booking shall:

- * Recount the currency in the presence of the booking officer;
- * If the currency is removed from interim storage for booking into the Area property room, recount the currency in the presence of a sworn supervisor;

Note: The property officer shall be responsible for applying blue evidence seals to all currency packages opened for recounting. All resealing shall be done in the presence of the sworn supervisor witnessing the recount. The property officer shall sign and date the blue evidence seal overlaying the Money Envelope flap in the presence of the sworn supervisor.

- * Ensure the money count is properly listed on the Money Envelope;

- * Seal the Money Envelope with a blue evidence seal and sign and date the evidence seal; and,
- * Place the item into secure storage.

Property officers at Central Property Section or Valley Property Section who accept currency for booking shall:

- * Recount the currency in the presence of the booking officers;
- * Verify the currency count matches the Money Envelope;
- * Place the currency into the Money Envelope and seal with a blue evidence seal;
- * Sign and date the blue evidence seal; and,
- * Obtain the signature of a Property Division supervisor on the blue evidence seal overlying the Money Envelope flap.

Commanding Officer, Property Division's Responsibilities. The Commanding Officer, Property Division, shall, as soon as practical upon expiration of the 60-day time limit, cause all monies eligible for deposit into the Booked Money Account, not stored in the Central Property Section, Property Division, to be transferred to Central Property Section or Valley Property Section for deposit.

Exception: If a release has been authorized and is pending, the money will not be transferred and deposited until the required term for claiming the money has expired. Upon determination that money in the account is eligible for disbursement, the commanding officer of Property Division shall cause a Booked Money Disbursement, Form 10.26.00, to be completed and forwarded to Fiscal Operations Division.

Note: Monies not yet deposited into the Booked Money Account may be released in accordance with procedures outlined in Manual Section 4/555.10.

BOOKING OF LICENSE PLATES. A separate report bearing a separate vehicle DR (Division of Records) Number shall be made for each plate or set of plates. (Also see Vehicle/Vessel Reporting Field Notebook Divider, Form 18.36.00.)

4/238.48 PROPERTY TO CORONER. An officer at the scene of a death requiring a Death Report, Form 03.11.00 (Manual Section 5/03.11.00), shall obtain an itemized receipt from the Coroner's deputy for all property, including the contents of wallets and purses, removed from the scene by such deputy. The receipt shall be stapled to the original of the Death Report.

Suicide Notes. Original suicide notes shall accompany the body to a Coroner's mortuary. Portions of suicide notes pertaining to the suicidal act shall be quoted in the Death Report when practicable. When a copy of the original suicide note is desired by investigating officers, a photocopy

may be obtained from the Coroner's Office. When the original note is needed for crime laboratory study, it shall be obtained from the Coroner's Office by a member of Scientific Investigation Division.

Poisons and Drugs. All poisons, drugs, and their containers suspected of being connected with a suicide shall accompany the body to the Coroner's Office.

Firearms. All firearms suspected of being suicide weapons shall be booked as evidence in order to provide the opportunity to test such firearms. The investigating officer shall be responsible for determining the final disposition of the firearm (Manual Section 4/560.40).

4/540.30 BOOKING FIREARMS.

General. All firearms coming into the custody of the Department shall be classified as evidence.

Booking Firearms – Officer's Responsibility. An officer booking a firearm into Department custody shall ensure that the firearm is unloaded and safe for handling. Employees unfamiliar with the unloading or securing of a firearm shall contact the Firearms Unit, Scientific Investigation Division (SID), for advice. Additionally, if physical evidence such as latent prints is of extreme importance and there is a potential for damaging such evidence during the unloading process, SID shall be requested to respond for assistance.

Note: During off-hours and weekends, SID firearms examiners may be contacted for advice or response through *Real-Time Analysis and Critical Response Division*.

In all cases, the Firearms Unit shall be contacted to examine and clear the following types of hazardous weapons prior to booking:

- * Muzzle loaders.
- * Cap-and-ball black powder weapons.
- * Jammed or inoperative weapons, including weapons with rounds that cannot be extracted.

When possible, weapons shall be broken down or otherwise modified and packaged to allow easy visual examination and assurance they are unloaded.

Upon ensuring the firearm is unloaded and safe for handling, the booking employee shall:

- * Complete a Property Report, Form 10.01.00;

Note: The name and serial number of the SID firearms examiner, along with the date and time a hazardous weapon was rendered safe for handling, shall be documented in the Property Report. For firearms contaminated with diseased or infectious bodily fluids or for other specially packaged or sealed firearms, documentation of the clearing of weapons shall be included in the Property Report.

- * Complete the Firearms Supplemental Property Report, Form 10.01.01;

Note: Officers shall complete one Firearms Supplemental Property Report **for each firearm booked**. When more than three associates exist, complete another Firearms Supplemental Property Report. When more than three firearms are booked, complete the Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02. When a firearm is recovered directly from a specific person, any other individual in the possessor's company will be considered an associate and their information shall be entered into "Possessor's Associate" section. The Firearms Supplemental Property Report shall become a page of the Property Report and continue the page numbering sequence and be submitted to a supervisor for approval.

- * When multiple firearms are booked on a single Property Report and all have the same possessor, associates, recovery location and recovery date, the first firearm is listed on the Firearms Supplemental Property Report. Additional firearms will be listed on the Continuation Sheet for Firearms Supplemental Property Report. The appropriate information shall be recorded on the Continuation Sheet for Firearms Supplemental Property Report by the officer booking the firearm into a Department Property Room;
- * The Continuation Sheet for Firearms Supplemental Property Report shall become a page of the Property Report and continue the page numbering sequence and be submitted to a supervisor for approval;
- * Cause the Automated Firearms System (AFS) and National Crime Information Center (NCIC) to be queried to determine wants and registration information;
- * Telephonically report all firearms reported stolen, lost, recovered, located and booked to the Vehicle Warrant Section (VWS), Records and Identification (R&I) Division;
- * Document the results of the AFS and NCIC query on the Property Report;
- * Affix the AFS/NCIC print out to the Property Report with transparent tape, immediately below the recorded description of the firearm;
- * Print the word "FIREARM" in **red** in the top margin of the Property Report;
- * When booking a firearm at a location other than the property unit within the geographic Area in which the firearm was seized, print in the left margin of the Property Report, a statement directing extra copy distribution to the robbery unit of the geographic Area in which the firearm was seized;
- * Submit the completed Property Report and Firearms Supplemental Property Report, to a supervisor for approval; and,

- * Deposit the property and two copies each of the approved Forms, the Property Report, Firearms Supplemental Property Report, and Continuation Sheet for Firearms Supplemental Property Report, when applicable, with the concerned property unit.

Note: All information relative to a firearm will be entered into the AFS by personnel assigned to the VWS, R&I Division.

Supervisor's Responsibilities. The supervisor approving the Property Report shall:

- * Physically inspect the firearm (unless held for latent prints) to verify the accuracy of the information contained on the Property Report and to verify that the firearm is unloaded; and,

Note: If the firearm is being held for latent prints or other scientific evidence, supervisors shall visually inspect the firearm to verify as much information as possible is contained in the Property Report.

- * Ensure that a notation is made in the narrative portion of the Property Report when unable to query AFS and NCIC.

The supervisor approving the Firearms Supplemental Property Report, and the Continuation Sheet for Firearms Supplemental Property Report, shall review the form for completeness and accuracy, **ensuring that all available information has been included.**

Receiving Booked Firearms - Property Officer's Responsibilities. The property officer receiving a booked firearm shall:

- * Inspect the firearm and verify all information contained in the Property Report; and
- * At the beginning of each work day, forward one copy of each Property Report, the Firearms Supplemental Property Report and the Continuation Sheet for Firearms Supplemental Property Report when applicable, and a copy of the AFS/NCIC printout directly to the Gun Unit, Detective Support and Vice Division and R&I Division, via intradepartmental mail; and,
- * Ensure that a completed Firearms Supplemental Property Report and the Continuation Sheet for Firearms Supplemental Property Report is attached to the Property Report for each firearm booked.

Packaging. Long guns including sawed-off long guns need not be packaged. An Evidence Tag, Form 10.12.00, shall be attached to the barrel.

Handguns shall be packaged when practicable. Only the weapon's magazine, ammunition or holster may be packaged with a firearm.

Note: A magazine shall not be stored in a weapon, and ammunition shall not be stored in a magazine.

4/540.20 BOOKING EXPLOSIVE SUBSTANCES.

Explosive substances are classified as "Safe" or "Dangerous."

BOOKING "SAFE" EXPLOSIVES. "Safe" explosive items are booked in the same manner as any other property. A package containing a "Safe" explosive item shall be marked with large red letters indicating the type of explosive material contained, for example, "Fireworks," "Flares," or "Live Ammo." The types of "Safe" explosives are:

- * Fireworks - "Safe and Sane" types (Bearing State Fire Marshal seal) and less than 10 pounds gross weight;
- * Emergency Highway flares/fuses; and,
- * Fixed ammunition and blank or saluting cartridges less than .50 caliber.

BOOKING "DANGEROUS" EXPLOSIVES. All other explosive substances are classified as "Dangerous" and shall only be recovered and booked by the Hazardous Devices/*Materials* Section, Emergency Services Division (ESD), personnel. The Hazardous Devices/*Materials* Section technician who assumes custody of a dangerous explosive substance shall ensure that a Property Report, Form 10.01.00, is completed and distributed as soon as practicable. Common examples of "Dangerous" explosive substances are:

- * Fireworks not bearing the State Fire Marshal seal or with a gross weight of ten pounds or more;
- * Firecrackers and similarly constructed explosive devices that do not bear a State Fire Marshal seal, such as Cherry Bombs, M80's, and M100's;
- * Seal Bombs and bird distracters (Agricultural/wildlife types of fireworks);
- * Railroad Torpedoes; and,
- * Ammunition .50 caliber and larger.

Note: Officers recovering ammunition .50 caliber or larger shall contact the Hazardous Devices/*Materials* Section, ESD, or *Real-Time Analysis and Critical Response Division* during off-hours. A Hazardous Devices/*Materials* Section officer will determine whether the recovered ammunition is considered "Safe" and can be booked at Property Division. In cases when a Hazardous Devices/*Materials* Section officer advises that the ammunition is considered "Safe" to book, the officers shall note the name, rank, and serial number of the Hazardous Devices/*Materials* Section officer authorizing the booking in the Property Report.

When investigating officers cannot determine the classification of a suspected explosive substance as "Safe" or "Dangerous," officers shall treat the suspected item as "Dangerous" and contact the Hazardous Devices/*Materials* Section, ESD, or *Real-Time Analysis and Critical Response Division* during off-hours for advice.

4/540.70 PROCESSING NARCOTICS, TOLUENE AND DANGEROUS DRUGS, ETC. Narcotics, narcotic paraphernalia requiring analysis, toluene, and dangerous drugs shall be booked in or labeled with an Analyzed Evidence - Narcotics Envelope, Form 12.51.03 and a Narcotic Evidence Booking Identification Card, Form 10.12.09.

Booking Employee's Responsibilities. When packaging small quantities of narcotics, officers shall:

- * Place the narcotics into a resealable plastic bag;
- * Complete and **sign** a separate Narcotic Evidence Booking Identification Card for each Analyzed Evidence-Narcotic Envelope;

Note: The Narcotics Evidence Booking Identification Card is **not** to be itemized on the report. Officers are also reminded that a separate Analyzed Evidence - Narcotics Envelope shall be used to contain the evidence obtained from each arrestee.

- * Place the resealable plastic bag and the Identification Card into an Analyzed Evidence - Narcotics Envelope;

Exception: Plant material shall not be placed in a plastic bag before being placed into an Analyzed Evidence - Narcotics Envelope.

- * Staple the flap shut as closely as possible to the lower edge using two staples on opposite sides of the flap; and,
- * Place Analyzed Evidence Seals, Form 10.12.07, over each flap and the center seam.

Note: Narcotics evidence weighing one kilogram or more shall be placed in a plastic numbered property bag and placed in a cardboard box along with a Narcotic Evidence Booking Identification Card. The box shall be sealed with a high quality fiber reinforced tape. A completed Analyzed Evidence - Narcotics Envelope shall be attached to the outside of the cardboard box.

The package shall be sealed with a completed evidence label. A separate Analyzed Evidence - Narcotics Envelope and a Narcotic Evidence Booking Identification Card shall be used for the evidence obtained from each arrestee. Resealable plastic bags may be used to separate evidence within the Analyzed Evidence - Narcotics Envelope. Each envelope shall bear an item number and be listed on related reports. No other evidence, except narcotic paraphernalia requiring analysis, shall be included in the sealed package. The Analyzed Evidence - Narcotics Envelope shall not be filled above the fold of the upper flap of the package.

An officer seizing one kilogram or larger size packages of dangerous drugs or narcotics evidence shall:

- * Consecutively number the exterior of each package wrapping;
- * Complete the Narcotic Evidence Booking Identification Card;

- * Weigh the packages for gross weight and place them in a cardboard box;

Note: "Gross weight" is the weight of each individual package of narcotics including the packaging material. "Control weight" is the weight of a single box containing several individual packages. "Net weight" is the weight of the narcotics without any packaging material. Refer to Manual Section 4/540.75 for handling seizures exceeding 30 pounds net weight.

- * Weigh the box and contents for control weight and seal with wide, high quality tape and a sealed evidence label;
- * List the gross weight and control weight on the Property Report; and,
- * Complete an Analyzed Evidence - Narcotics Envelope and attach it to the outside of the cardboard box, indicating the numbered packages contained within and the gross and control weight of the box and its contents.

Note: When booking large quantities of narcotics requiring numerous boxes, an Analyzed Evidence - Narcotics Envelope shall be attached to the outside of the first box of each item number on the Property Report, Form 10.01.00, which consists of one or more boxes, and an Analyzed Evidence - Narcotics Tag, Form 10.12.06, shall be attached to each remaining box. Each of the boxes shall contain a Narcotic Evidence Booking Identification Card. The item number, box number, and total number of boxes shall be documented on each box.

Exception: Kilogram - sized packages of dangerous drugs or narcotics which have been opened by Scientific Investigation Division (SID) personnel for net weighing shall be resealed, including the original packaging material, inside a 33-gallon plastic bag, with high quality tape sealing the opening of the bag. The sealed bag containing the loose drugs or narcotics and original packaging material shall then be placed inside a second bag of the same type and similarly sealed. An evidence seal shall be placed over the tape on the outside bag.

The employee booking the evidence shall in all cases complete the upper portion of the form on the face of the envelope, including any special instructions for the chemist making the analysis.

Note: Refer to Manual Section 4/540.72 for Phencyclidine (PCP), or its analogs handling procedures.

Marijuana Cigarettes. Marijuana cigarettes shall be marked for identification. Each cigarette and specific location from which the cigarette was taken shall be listed on related reports.

Paraphernalia Containing Narcotics Residue. An officer booking paraphernalia containing narcotics residue shall:

- * Place narcotics paraphernalia into a plastic resealable plastic bag, size permitting, or into a plastic property bag if the residue may be destroyed, or directly into an Analyzed Evidence - Narcotics Envelope along with a Narcotic Evidence Booking Identification Card;
- * Staple the envelope flap shut as close as possible to the lower edge using two staples on opposite sides; and,
- * Place Analyzed Evidence Seals over each flap and the center seam.

Exception: Paraphernalia containing plant material residue shall be placed inside a coin envelope, if practical, and placed directly into an Analyzed Evidence - Narcotics Envelope.

Note: This section does not affect booking procedures for paraphernalia not containing narcotics residue.

Toluene. When toluene or similar toxic substance is exposed to the air (e.g., glue on a rag or in a paper bag), the evidence shall be placed in a glass container.

Weights and Measures. Substances, except growing marijuana, shall be counted and/or weighed. The actual weight in grams or pounds, specify whether net (without container) or gross weight, shall be listed.

Note: Containers included in the gross weight shall be described in the Property Report (or Arrest Report, Form 05.02.00, if used to book the evidence). Marijuana plants shall be counted. Their number and net weight (minus dirt and container) shall be recorded on the Property Report. The plants shall be placed in a carton. If necessary, the plants may be folded. Generally, the dirt and the container need not be booked.

When practicable, the plants shall be photographed prior to being uprooted.

Preliminary Chemical Test. A supervisor or detective may perform a preliminary chemical test, on felony cases, to corroborate the arresting officer's opinion. A preliminary drug test shall be completed for misdemeanor arrests. The officer performing the chemical test, or, when no test is administered, a supervisor, Area of occurrence, shall:

- * Verify the quantity of evidence listed on the Property Report (or Release from Custody [RFC] Report Continuation, Form 05.02.08; or Arrest Report face sheet if used to book the evidence);
- * Witness the sealing of the evidence; and,
- * When available, approve the related evidence report.

Note: Dispose of the Preliminary Drug Test Kit once the test has been completed. The test kit shall not be booked into evidence.

The employee booking the evidence shall:

- * Complete the Preliminary Drug Test Section of the Property Report (or Release from Custody [RFC] Report Continuation; or Arrest Report face sheet if used to book the evidence);
- * Enter the letter "P" in *red* on the upper right-hand corner of the Analyzed Evidence - Narcotics Envelope when the preliminary chemical test is positive; and,
- * Any remaining portion of a unit of evidence on which a preliminary drug test has been performed shall be placed in a separate package marked "Test Sample" and included in the Analyzed Evidence - Narcotics Envelope with other evidence.

Juvenile Arrested. When booking controlled substance evidence in juvenile cases indicate whether the juvenile is "***Detained***" or "***Released***," in red on the upper left corner of the Analyzed Evidence - Narcotics Envelope.

If a juvenile is detained or when narcotics or a substance believed to be toxic for which no preliminary chemical test is available, complete an Analyzed Evidence Report, Form 12.20.00; and staple it to the Analyzed Evidence - Narcotics Envelope.

Exception: The Analyzed Evidence Report need not be completed when a container lists toluene as one of the contents, and toluene is the only reason for the booking.

Booking Location. Narcotics, narcotic paraphernalia requiring analysis, toluene, and dangerous drugs shall be booked into SID via the courier unit. The item requiring analysis shall be placed into the narcotics storage locker for pick up by the SID courier unit.

12.51.06 (10/12)

LOS ANGELES POLICE DEPARTMENT

THIS IS PKG. NO.	TOTAL PKGS.	JUVENILE INVOLVED <input type="checkbox"/>
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ANALYZED EVIDENCE CLIMATE-CONTROLLED STORAGE

RETURN TO:

DATE	BOOKING NO.	DR
BOOKED TO	DIVISION OF OCCURRENCE	
LOCATION BOOKED	CHARGE	
BOOKED BY	DIVISION AND UNIT	
SPECIAL INSTRUCTIONS TO ANALYST		
INVESTIGATING OFFICER	SERIAL NO.	

STATEMENT OF ANALYST

THE UNDERSIGNED IS PREPARED TO TESTIFY THAT HE/SHE IS A CRIMINALIST EMPLOYED BY THE LOS ANGELES POLICE DEPARTMENT; THAT HE/SHE DID ON THE _____ DAY OF _____, 20____, RECEIVE FROM THE PROPERTY DIVISION OF THE LOS ANGELES POLICE DEPARTMENT THIS PACKAGE WHICH WAS SEALED; THAT HE/SHE TOOK IT TO THE LABORATORY OF THE LOS ANGELES POLICE DEPARTMENT AND THERE OPENED IT BY CUTTING AROUND THE SEAL AND EXAMINED THE CONTENTS THEREOF; THAT HE/SHE THEREUPON PREPARED A WRITTEN REPORT, PLACED ALL ITEMS INTO THE ORIGINAL CONTAINER, CLOSED IT AND SEALED IT AND RETURNED IT TO THE PROPERTY DIVISION OF THE LOS ANGELES POLICE DEPARTMENT ON THIS _____ DAY OF _____, 20____.

ANALYST'S SIGNATURE

STATEMENT OF OFFICER PRESENTING EVIDENCE IN COURT

THIS _____ DAY OF _____, 20____, THIS PACKAGE WAS TAKEN FROM THE PROPERTY DIVISION OF THE LOS ANGELES POLICE DEPARTMENT IN A SEALED CONDITION AND BROUGHT TO _____ COURT

BY: _____ CASE ☐ DISMISSED ☐ CONTINUED TO _____
SIGNATURE

THIS PACKAGE WAS RETURNED TO THE PROPERTY DIVISION OF THE LOS ANGELES POLICE DEPARTMENT IN A SEALED CONDITION ON THIS _____ DAY OF _____, 20____, BY: _____
SIGNATURE

THIS _____ DAY OF _____, 20____, THIS PACKAGE WAS TAKEN FROM THE PROPERTY DIVISION OF THE LOS ANGELES POLICE DEPARTMENT IN A SEALED CONDITION AND BROUGHT TO _____ COURT BY: _____
SIGNATURE

10.12.10 (10/12) **ANALYZED EVIDENCE - CLIMATE-CONTROLLED**

DATE ORIGINAL PROPERTY BKD		DR NUMBER		BIN NO.	
NAME BOOKED TO (LAST NAME FIRST)					
CHARGE		<input type="checkbox"/> FELONY <input type="checkbox"/> MISDEMEANOR		AREA OF ARREST	
EMPLOYEE BOOKING PROPERTY		SERIAL NO.		DIVISION	
DESCRIBE CONTENTS BRIEFLY					
DATE PROPERTY BOOKED INTO PROPERTY DIV. / S.I.D.					